

AL.

November 24, 1953

Dear Mrs. Schutte,

Enclosed are three borrowers cards for children whose parents did not sign them. Please have them signed and then return them to us. Also enclosed is a white permanent file record card for your file. I suspect you returned that because the woman did not sign up at the Blue Grass station. She signed her card on the bookmobile at one of the Blue Grass township schools, and said that she could and would use the Blue Grass station. Maybe she'll never show up; but in case she does you should have a record of her.

Beginning with this month of November, we are going to try something different with the circulation record for the month. In the past you have been copying the figures into your book for each day and totaling them up so that they balance for the month, and sending in the daily slips at the end of the month. Beginning with your NOVEMBER CIRCULATION will you please copy your totals for the month in each group on one slip and send it in. That means your entire month's circulation will be on just the one record slip which you will send to this office at the end of the month. Probably you will want to discontinue use of the daily record slips and copy your figures into your book immediately. However, if you do use the slips, they may be thrown away. Just send the one to us which will show your total circulation in each department for the whole month.

Is your record book nearly full? Please notify this office a month or two in advance of the time when you'll need a new book, so we may have plenty of time to order and get the supplies here.

Yours very truly,

Elizabeth B. Hage

Pn

November 24, 1953

Mrs. Johanna Fawcett  
Brinceton, Iowa

Dear Mrs. Fawcett:

Beginning with this month of November, we are going to try something different with the circulation record for the month. In the past you have been copying the figures into your book for each day and totaling them up so that they balance for the month, and sending in the daily slips at the end of the month. Beginning with your NOVEMBER CIRCULATION will you please copy your totals for the month in each group on one slip and send it in. That means your entire month's circulation will be on just the one record slip which you will send to this office at the end of the month. Probably you will want to discontinue use of the daily record slips and copy your figures into your book immediately. However, if you do use the slips, they may be thrown away when they've been copied into the book. Be sure your book balances. Just send the one slip to us which will show your total circulation in each department for the whole month.

Is your record book nearly full? Please notify this office a month or two in advance of the time when you'll need a new book, so we may have plenty of time to order and get the supplies here.

Yours very truly,

Elizabeth B. Hage

Same letter to Mrs. Stuff  
Mrs. Truitt